

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
9301 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527

AMC MEMORANDUM
NO. 672-2

20 April 2007

Decorations, Awards, and Honors

ARMY MATERIEL COMMAND (AMC) OUTSTANDING INTEGRATED
PRODUCT/WEAPON SYSTEM TEAM OF THE YEAR AWARD

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1. **Purpose.** This memorandum prescribes policy and procedures for the administration of the Army Materiel Command (AMC) Outstanding Integrated Product/Weapon System Team of the Year Award Program. It establishes award criteria, submission guidelines, selection board criteria, and provides for the budgeting of funds to execute the program.

2. **Reference.** Army Regulation (AR) 672-20, Incentive Awards.

3. **Applicability.** This memorandum applies to Headquarters, U.S. Army Materiel Command (HQ AMC) and its Life Cycle Management Commands (LCMCs).

4. **Responsibilities.**

*This memorandum supersedes AMC-M 600-8, 1 November 2000.

a. The AMC G-3 is the functional proponent for this program. The G-3 is responsible for program management, budgeting funds for the award, purchasing and engraving the perpetual plaque, oversight, board member selection, and completion of the milestones established in appendix A.

b. A representative from the AMC, G-1 will serve as board recorder, administratively review the nominations, assemble board packages, prepare the board's recommendation for the chairperson's signature, and assist in the preparation of awards.

c. The AMC LCMCs are responsible for selecting a team each year for the annual AMC award competition. The LCMCs must also budget and fund travel expenses for their winning teams, if the ceremony is held at HQ AMC.

d. The LCMCs will ensure that their nominations are complete, well written, and that all military nominees are within the height and weight standards contained in AR 600-9, and are eligible to receive honorary awards. Nominations will represent the team's achievements and accomplishments as they relate to the criteria outlined in this memorandum.

5. Policy.

a. The AMC Outstanding Integrated Product/Weapon System Team of the Year Award will be presented annually by the Commanding General (CG), AMC, or his representative, to the team that made the most significant contributions in the area of materiel management during the preceding calendar year. A visit will be scheduled at the winning LCMC or at a special ceremony at HQ AMC to present the award.

b. Winners will receive up to a \$10,000 cash award (based on AR 672-20, table 7-2 and will be shared equally by team members if related to scientific achievement as described in paragraph 4-2), and the Commander's Award for Civilian Service (civilian), or the Meritorious Service Medal (military). The winning LCMC's name will be engraved on the perpetual plaque maintained by the AMC G-3. The perpetual plaque will remain on display at the winning LCMC until announcement of the next competition.

c. The first runner-up team members will receive an Achievement Medal for Civilian Service (civilian) or the Army Commendation Medal (military).

d. Remaining nominees will receive AMC Certificates of Achievement (one per team).

e. All teams will receive one four star note signed by the CG, AMC.

6. Selection Board.

a. The AMC Outstanding Integrated Product/Weapon System Team of the Year Award Board will be established to review the nominations and recommend the winner and the first runner-up to the CG, AMC for final decision. Board members must be familiar with the criteria

for the award at appendix B. The board will consist of five voting and one nonvoting member, as follows:

- (1) G-3 president (nonvoting)
- (2) Three colonels (voting)
- (3) Two civilians (GS-14 or GS-15) (voting)
- (4) One representative from the AMC, G-1(nonvoting recorder)

b. As much as possible, the board will include minority and female representation from HQ AMC staff.

c. Board members will vote based on information provided in the nomination packets. Board members will assign points to the top five teams in the following manner:

- (1) First choice = 10 points
- (2) Second choice = 8 points
- (3) Third choice = 6 points
- (4) Fourth choice = 4 points
- (5) Fifth choice = 2 points

7. Procedures.

a. The AMC Outstanding Integrated Product/Weapon System Team of the Year Award Board will convene shortly after receipt of the nomination packets, and at the call of the president.

b. The recorder will compute point totals. The winner will be the team with the most points, and the first runner-up will be the team with the second highest total points.

c. When a tie occurs, the number of first place votes will determine the winner. If the number of first place votes is the same, the number of second place votes will determine the winner, then third-place votes, and so on.

d. The recorder will administratively review the nomination packets, assemble board packets, tally the board votes, and prepare the board's recommendations for the board president's signature.

The proponent of this memorandum is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCOPS-SLA 9301 Chapek Road Fort Belvoir, VA 22060-5527.

FOR THE COMMANDER:

//Signed//
WILLIAM E. MORTENSEN
Lieutenant General, USA
Deputy Commanding General

DISTRIBUTION:

B
H

APPENDIX A
AMC Outstanding Integrated Product/Weapon System
Team of the Year Award Program Milestones

MILESTONE: LCMCs submit command nominations for preceding calendar year in response to AMCOP-SLA memorandum of November of same year.

Date: 1 February each calendar year.

MILESTONE: DCS, G-3 notifies board members of date and time for award board.

Date: 15 February each calendar year.

MILESTONE: AMCOPS-SLA submits fund request for engraving of perpetual plaque.

Date: March each calendar year.

MILESTONE: HQ AMC board members meet and vote.

Date: March each calendar year.

MILESTONE: AMC, G-3 submits board recommendations to the CG, AMC, for approval.

Date: March each calendar year.

MILESTONE: CG approve/disapprove selection, process is completed, and winners are announced.

Date: April of each calendar year.

MILESTONE: AMCOPS-SLA schedules award presentation, places ceremony on CG's calendar.

Date: As an opportunity is available in CG's calendar.

MILESTONE: AMCPE-F notifies PAO, PENTAGRAM, and Hometown News representatives for coverage of award program.

Date: 2 weeks before award ceremony each calendar year.

MILESTONE: AMCOPS-SLA provides read ahead to CG.

Date: 1 week prior to award ceremony.

MILESTONE: LCMC provides final verification of attendance and Agency representatives.

Date: 1 week before award ceremony.

MILESTONE: AMCOPS-SLA/AMCPE conducts final IPR with CG.

Date: 1 week before award ceremony.

MILESTONE: Award ceremony is conducted in Command Conference Room or at winner's duty station.

Date: Before current calendar year ends.

MILESTONE: AMCOPS-SLA submits request for funds to administer AMC award program.
Date: September of each calendar year.

MILESTONE: AMCOPS-SLA publish memorandum soliciting LCMC nominations for annual AMC award.
Date: 1 November each calendar year.

APPENDIX B

Criteria and Nominating Procedures for AMC Outstanding Integrated Product/Weapon System Team of the Year Award

1. **General.** The AMC Outstanding Integrated Product/Weapon System Team of the Year Award was created to annually recognize the contributions of Army weapon system/support program personnel. The award is the culmination of a year-long recognition conducted by LCMCs.
2. **Purpose.** The purpose of this award is to give special recognition to a team for contributions of outstanding significance to the command, and the Army, during the previous calendar year.
3. **Eligibility.** Eligible personnel are limited as follows: Commissioned officers, Second Lieutenant through Lieutenant Colonel; all Warrant Officers (W-1 through CW5); all Noncommissioned Officers (Sergeant through Sergeant Major), and civilian employees (General Schedule (GS) and Non-Appropriated Funds (NF)) assigned or permanently attached to and working for AMC.
4. **Basis for Selection.** Completion of a significant task or assignment, which has significantly contributed to the execution of AMC's mission, while honoring all traditional American military values, placing special emphasis on: loyalty, duty, respect, selfless service, honor, integrity, and personal courage. The following evaluation criteria should be used in selecting LCMC winners:
 - a. Team assigned duties of major significance to the logistics mission accomplished in such a way as to have been clearly exceptional.
 - b. Team developed or improved logistics methods and procedures, or was responsible for exceptional achievements that caused significant savings or advanced the logistics mission and system readiness. Provide description of achievements to be measurable as intangible benefits to the Army (as prescribed in AR 672-20 Table 7-2).
 - c. Team provided outstanding examples for major logistics programs in terms of highly successful mission accomplishment.
 - d. Team demonstrated a record of achievement and inspired others to improve quantity and quality of their work.
 - e. Team had an established pattern of excellence, as recognized by previous accomplishments (i.e., previous quarter's readiness, stock availability, administrative lead time/procurement lead time (ALT/PLT), etc.,).
5. **Nomination of Candidates.** LCMC Commanders or staff principals will submit a nomination for a single team selected from their organization to HQ AMC, G-3, ATTN: AMCOPS-SLA. The nomination must be submitted no later than 1 February for the preceding calendar year. Forward nominations via transmittal memorandum (Figure B-1) with the signature of the Commander or staff principal. Each nomination will include the following;

a. Nomination sheet (Figure B-2) - One sheet of plain bond paper containing the following information:

- (1) Title of team, team members, and individual titles of team members.
- (2) A brief description of the team's charter and responsibilities, including the scope of their work.
- (3) Describe the value of benefit and extent of application to the Army or nation.

b. Narrative. Double-spaced, on plain bond paper, not more than three pages. Accomplishments should be as specific as possible (unclassified information only)

6. Presentation of Award. Awards will be presented in a ceremony conducted at HQ AMC or at the winning team's duty station.

MEMORANDUM FOR Commander, U.S. Army Materiel Command, ATTN: AMCOPS-SLA
9301 Chapek Road, Fort Belvoir, VA 22060-5527

SUBJECT: 2OXX U.S. Army Materiel Command Outstanding Integrated Product/Weapon
System Team of the Year Award

1. References:

- a. Memorandum, HQ AMC, AMCOPS, dated XX XXX XX, SAB.
 - b. AMC Memorandum 672-2, AMC Outstanding Integrated Product/Weapon System Team of the Year Award Program.
2. XXX nominates the XXX Integrated Product Team for the AMC Team of the Year Award (enclosed). This team completed numerous tasks of significant benefit to the Army and directly contributed to our execution of several AMC missions.
3. Military nominees are within height and weight standards contained in the appropriate regulations.
4. Point of contact is XXX XXXX, DSN XXX-XXXX.

Encl

JOHN F. WAYNE
Colonel, OD
Commanding

Figure B-1. Sample Transmittal Memorandum AMXXX (672-2) 20 Jan XX

NOMINATION

20XX Army Materiel Command Outstanding Integrated

Product/Weapon System Team of the Year Award

TEAM TITLE:

TEAM MEMBERS:

COMMAND:

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

XX
XX
XX
XX
XX
XX
XX
XX
XX
XX
XX

NARRATIVE See enclosure.

Figure B-2. Sample nomination Format Sheet

APPENDIX C
AMC Outstanding Integrated Product/Weapon System Team of the
Year Award Ceremony

XX MARCH 20XX

- ** Announce CG's arrival. Greet audience and announce purpose of ceremony
Invite CG to the podium.
- * Initial comments.
- ** Invite runner-up team to the front.
- * (Optional) Remarks about runner-up team (brief bios attached).
- ** Announce names, read citations.
- * Present certificates.
- ** Direct runner-up team back to seats. Announce procedures to recognize winning team. Invite winning team to the front.
- * Remarks about winning team.
- ** Read citation.
- * Present certificates and plaques. Invite winning team remarks.
- ** Direct winning team back to seats.
- * (Optional) Closing remarks.
- ** Ask awardees to stand and be recognized with applause. Announce conclusion of ceremony.

NOTES:

- * CG
- ** Respective Protocol Office